

Message Text

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FM SECSTATE WASHDC
TO AMEMBASSY JIDDA

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E.O. 11652: N/A TAGS: PGOV, SA

SUBJECT: PROTOCOL FUNCTIONS

REF: JIDDA 0599

FUNCTIONS OF THE OFFICE OF PROTOCOL MAY BE FOUND IN FAM 1,
SECTION 121, REVISED NOV. 4, 1976 (TL: ORG-85).

THE OFFICE OF PROTOCOL IS ORGANIZED AS FOLLOWS: CHIEF OF
PROTOCOL, DEPUTY CHIEF OF PROTOCOL, ASSISTANT CHIEF OF
PROTOCOL FOR VISITS, ASSISTANT CHIEF OF PROTOCOL FOR CERE-
MONIALS, ASSISTANT CHIEF OF PROTOCOL FOR DIPLOMATIC AND
CONSULAR LIAISON, ASSISTANT CHIEF OF PROTOCOL IN NEW YORK,
AND ASSISTANT CHIEF OF PROTOCOL FOR ADMINISTRATION. THE
OFFICE HAS A COMPLEMENT OF 44 PERSONS.

THE VISITS SECTION PLANS PROGRAMS FOR VISITS TO THE US OF
OFFICIAL GUESTS OF THE PRESIDENT AND THE SECRETARY OF STATE;
ADVISES FOREIGN EMBASSY PRESS PERSONNEL ON RELATED MATTERS
AND ASSISTS FOREIGN PRESS REPRESENTATIVES ACCOMPANYING
GUESTS OF THE PRESIDENT; COORDINATES PRESS ARRANGEMENTS
BETWEEN THE DEPARTMENT AND THE WHITE HOUSE DURING OFFICIAL
VISITS; PRESIDENTIAL DELEGATIONS TO INAUGURALS AND SIMILAR
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CEREMONIES ABROAD; ASSISTS WITH PUBLIC EVENTS SUCH AS
JOINT MEETINGS OF THE CONGRESS, INAUGURALS, AND OTHER
CEREMONIES.

THE CEREMONIAL SECTION DIRECTS CEREMONIAL AND OFFICIAL
FUNCTIONS (LUNCHEONS, RECEPTIONS, DINNERS, ETC.); PRECED-
ENCE; GUESTS LISTS; SPECIAL MESSAGES TO FOREIGN CHIEFS

OF STATE ON BEHALF OF THE PRESIDENT; ASSISTS WITH PUBLIC EVENTS SUCH AS INAUGURALS, FUNERALS, JOINT MEETINGS OF THE CONGRESS AND OTHER CEREMONIES; DIRECTS PROTOCOL MATTERS FOR PRESIDENTIAL, VICE PRESIDENTIAL, OR SECRETARY OF STATE TRIPS ABROAD; ALL PROTOCOLARY POLICIES IN THE DIPLOMATIC FUNCTIONS AREA (8TH FLOOR, DEPARTMENT OF STATE), BLAIR HOUSE (PRESIDENT'S GUEST HOUSE) AND THE WHITE HOUSE WHEN SO REQUESTED.

THE DIPLOMATIC AND CONSULAR LIAISON SECTION ASSISTS FOREIGN DIPLOMATIC AND CONSULAR OFFICERS AND THEIR EMPLOYEES CONCERNING RIGHTS, PRIVILEGES, AND IMMUNITIES; ACCREDITATION OF FOREIGN DIPLOMATIC AND CONSULAR REPRESENTATIVES; GRANTING OF DIPLOMATIC PRIVILEGES AND IMMUNITIES; COORDINATES PROBLEMS AFFECTING THE DIPLOMATIC COMMUNITY PERTAINING TO SUCH SUBJECTS AS CHANCERY AND EMBASSY LOCATIONS, HOUSING, POLICE MATTERS, OVERFLIGHTS OF FOREIGN AIRCRAFT, SCHOOLING, CUSTOMS CLEARANCES, AND CONSULAR ACTIVITIES.

NEW YORK IS RESPONSIBLE FOR ARRANGING AND IMPLEMENTING PLANS FOR OFFICIAL VISITS TO NEW YORK OF GUESTS OF THE PRESIDENT AND THE SECRETARY OF STATE.

ADMINISTRATION IS RESPONSIBLE FOR FISCAL, PERSONNEL, AND SERVICING OPERATIONS OF THE OFFICE OF PROTOCOL; TECHNICAL SUPPORT FOR IMPLEMENTATION OF PROGRAMS CARRIED OUT IN UNCLASSIFIED

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CONNECTION WITH VISITS AND CEREMONIALS ACTIVITIES; ADMINISTRATIVE SUPERVISION OF THE BLAIR HOUSE. VANCE

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